

2124 - OFFICE ASSOCIATE I

NATURE OF WORK

Performs routine clerical work which follows well established procedures.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Counts, sorts, and files material alphabetically, numerically, or by other predetermined categories.

Withdraws material from files upon request and keeps record of materials removed.

Makes simple postings to records according to prescribed procedures and performs simple computations on data available from such records.

Acts as a receptionist, answering the telephone and directing callers to the proper places on the basis of their business requests.

Opens, sorts, and distributes mail and other correspondence.

Operates a variety of general office machines, including the incidental use of the typewriter.

Receives and delivers supplies and materials.

Receives and accounts for monies, such as petty cash accounts, greens and pool fees, traffic fines, etc.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of business English, spelling, and arithmetic.

Some knowledge of general office practices and procedures.

Ability to learn assigned tasks readily and to adhere to prescribed routines.

Ability to learn to operate standard office equipment.

Ability to make simple arithmetic computations accurately and with reasonable speed.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the public.

MINIMUM REQUIREMENTS

Experience in performing general office or related clerical work.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, sitting, standing, pushing, and pulling.

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SUPERVISION RECEIVED

General and specific assignments are received and work follows prescribed procedures and is subject to audit and review.

SUPERVISION EXERCISED

None.

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